

LONG ASHTON COMMUNITY ASSOCIATION

Licensing & Conduct Policy for Hirers

Long Ashton Association operates under a Premises Licence issued by North Somerset Council. To protect this licence, ensure the safety of guests, and maintain good relations with our neighbours, all hirers must comply with the following conditions.

By making a booking, you agree to the terms below.

MUSIC & NOISE LIMITS

The latest permitted times for amplified music are:

- Friday & Saturday: Music must finish by 23:30
- Sunday–Thursday: Music must finish by 23:00

Please begin reducing volume at least 30 minutes before these times. This means that our neighbours should not be able to hear the music from outside the venue.

Windows and external doors must remain closed when music is playing to reduce noise escaping into the neighbourhood.

Hirers are responsible for ensuring DJs, bands or performers comply with these timings.

ALCOHOL SERVICE & THINK 25

If alcohol is being served or supplied during your event:

- Friday & Saturday: Alcohol service must stop at 23:30
- Sunday–Thursday: Alcohol service must stop at 23:00

Alcohol must not be supplied to anyone under 18.

We operate a strict Think 25 policy:

If a guest appears under 25, staff or volunteers may require valid photo ID (passport, driving licence, PASS card).

Hirers are responsible for preventing underage drinking at their event.

DRUGS POLICY (ZERO TOLERANCE)

Long Ashton Community Association has a zero-tolerance policy on illegal drugs.

The use, possession, or supply of illegal drugs anywhere on the premises will result in the immediate termination of the event, loss of the full deposit, and may be reported to the police.

CLOSING TIMES

All guests must have left the premises by:

- 00:00 on Friday and Saturday nights
- 23:30 on all other days

Hirers must allow sufficient time for guests to leave and for tidying up within these limits.

BEHAVIOUR & SAFETY

All hirers and their guests are expected to behave responsibly and respectfully.

Abuse, aggression, or refusal to follow instructions from staff or volunteers will result in the event being ended immediately and the loss of the deposit.

Hirers are responsible for ensuring:

- No excessive noise outside the building
- All children are supervised
- Fire exits remain clear
- No unauthorised activities take place

PROHIBITED EVENTS

For safety and licensing reasons, the following types of events are not permitted:

- 16th, 18th or 21st birthday parties
- Any party where the majority of attendees are under 25
- Ticketed events, raves, or open-invite parties advertised publicly
- Events with a previous history of complaints or damage

Misrepresenting an event type (e.g., booking an 18th as a “family gathering”) will result in immediate cancellation and loss of deposit.

TEMPORARY EVENT NOTICES (TENS)

If a hirer wishes to serve alcohol or extend activities beyond our normal licensing hours, they must apply for a Temporary Event Notice (TEN) from North Somerset Council.

A copy of the approved TEN must be provided to Long Ashton Community Association at least 10 working days before the event.

DEPOSITS & CHARGES

Standard deposit: £150

High-risk deposit: £300 (for high-impact events)

Deposits may be retained if:

- Music or alcohol continues beyond licensed times
- Staff instructions are ignored
- Damage or excessive cleaning is required
- Guests behave aggressively or dangerously
- Drugs are used or found on the premises

HIRER RESPONSIBILITIES

Hirers must:

- Ensure the event complies with all licence conditions
- Remain on site as the responsible person
- Manage guests' behaviour
- Ensure the premises are left clean and undamaged
- Report any accidents, incidents or breakages

NON-COMPLIANCE

Failure to comply with this policy may result in:

- Immediate termination of the event
- Full loss of deposit
- Additional charges for damage or cleaning
- Future bookings being refused
- Reports to North Somerset Council where required

CONTACT

For questions about licensing or event compliance, please contact:

Long Ashton Community Association

Email: centremanager@lacc.info

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